

# **RALEIGH-DURHAM AIRPORT AUTHORITY**

## **MINUTES**

*July 18, 2002*

Chairman Gibbs presided. Present: members Clancy; Sparrow; Teer; Toler and Winston. Absent: members Lane and Parker. Also present: Airport Director Brantley; Deputy Director, Facilities Engineering & Maintenance Pittman; Deputy Director, Finance, Business & Administration Gill; Major Capital Improvements Program Director Powell; Customer Service & Organizational Support Director Damiano; Finance Director Barritt; Senior Program Manager Edmondson; Facilities Engineering Manager Jewett; Program Manager Cayton; Senior Program Manager Quesenberry; Parking Director Scialdone; Maintenance Manager Fulp; Building Management Supervisor Stoker; Properties & Insurance Officer Quinn; Emergency Services Manager Thompson; Law Enforcement Manager Waters; Assistant Law Enforcement Manager Tippet; Information Technology Manager Schiller; Communications Manager Hamlin; Ground Transportation Manager Odom; Ground Transportation Coordinator Nye; Financial Analyst Golden; Training Supervisor Bell; Business Development Officer Hairston; Visitor Services Supervisor Creech; Internal Auditor Jordan; Environmental Manager Gilkinson; Operations Manager Nelson; Communications Specialist Dunton; Network Administrator King; Purchasing Officer Thompson; Accountant Marion; Executive Assistant Mitchell and Attorney Tatum.

Guests: Vicki Hyman, The News & Observer; Tom Lawrence, WRAL-TV; Mark Boggs, Post, Buckley, Schuh & Jernigan, Inc.; Paul Fedorkowicz & Laurel Gron, Cherry Bekaert & Holland; and Rev. Dennis Stiles.

**APPROVAL OF AGENDA** – There were no changes to the agenda, and it was approved as submitted.

**APPROVAL OF MINUTES** – There were no changes to the minutes of the June 20, 2002 meeting, and they were approved as submitted.

**CHAIRMAN’S COMMENTS** – Chairman Gibbs had no comments at this time.

**GROUND ACCESS COMMITTEE** – Member Clancy reported the committee met on July 11, 2002 and discussed the following item:

1. Joint workshop of Ground Access Committee, Triangle Transit Authority steering committee and PBS&J. Member Clancy reported the Ground Access Committee, together with members of the Triangle Transit Authority steering committee, met with representatives of Post, Buckley, Schuh & Jernigan, Inc. on July 11, 2002 at RDU Center. The purpose of the workshop was to attempt to reach consensus on potential alignments and vehicle technologies appropriate for evaluation as part of the Airport Rail Link Study. The Committee defined the overall functions of the airport rail link and discussed alternatives that met the definition. A PowerPoint presentation was delivered in which enhancements to RDU, as well as land use and transportation planning activities taking place in the area surrounding RDU, were outlined. Also, a brief overview of the characteristics of the airport rail link was provided.

The Authority received the report, and no further action was required.

**LAW, FINANCE & PERSONNEL COMMITTEE** – Chairman Winston reported the Committee met on July 18, 2002 and discussed the following items:

1. Consideration of Adjustment of the Operating Budget for the fiscal year ended March 31, 2002 to include extraordinary expenses in excess of the budget. An adjustment in the Operating Budget for Fiscal Year ended March 31, 2002 is required primarily due to three items which exceeded budget or were not budgeted in the amounts indicated:

(1) Aviation Security (AVSEC) costs incurred to meet new requirements imposed by the federal government in response to the events of September 11, 2001. Immediately after September 11, the Authority's costs began to increase considerably, primarily due to added civil aviation security requirements mandated by the federal government, particularly those requiring devotion of more law enforcement and traffic control resources to security duties. To comply, current staff had to be augmented by off-duty police officers and temporary personnel. To comply with special security requirements for all Washington Reagan National Airport flights, the Authority began charging the airlines operating those flights a DCA Cost Recovery Fee. As of March 31, 2002, the cumulative DCA Cost Recovery Fees totaled \$94,100. Although these costs are recovered from the airlines, a budget adjustment to cover the expenses is required. The FAA recently approved the Authority's request for reimbursement of AVSEC costs of approximately \$700,000. However, this amount is accounted for as Operating Revenue, not as an offset to expense. The total budget adjustment required for AVSEC-related costs for FY 2001-02 is \$1,146,900.

(2) Public transportation costs (contract drivers and busing costs). The Authority budgeted \$1,000,000 in FY 2001-02 in capital project funds for Employee Parking Shuttle Bus Operation, RDU Project #010519. The project was created to cover the estimated costs of operating a dedicated shuttle bus service to transport terminal employees back and forth between the terminals and Park & Ride Lot 4. The construction of Parking Garage 4 and ancillary facilities required that their parking be moved from lots near the terminals to Park & Ride Lot 4. After the operation began, it was found to be more efficient and economical to merge the employee shuttle operation with the existing public parking shuttle operation. The proper accounting treatment of those costs no longer was capital but rather operating in nature. Consequently, without capitalization of those expenses, the operating budget for these items was exceeded by \$691,000.

(3) Terminal A janitorial expenses. The Authority awarded a new contract for janitorial services in Terminal A during the fiscal year, raising cleaning standards and increasing costs as a result. In addition, the Authority decided not to require the airlines to reimburse the Authority for passenger holdroom cleaning costs until April 1, 2002. As a result, Terminal A janitorial costs exceeded budget by \$335,624. A budget adjustment in the amount of \$273,100 will cover the added expense.

The Committee recommended an Operating Expense Budget adjustment in the amount of \$2,111,000 for the fiscal year ended March 31, 2002.

Member Winston made a motion, seconded by Member Teer to approve adjustment of the Operating Expense Budget in the amount of \$2,111,000 in order to balance the Operating Budget for the fiscal year ended March 31, 2002. Adopted.

2. Receipt and review of the report prepared by Cherry Bekaert & Holland on its audit of the Authority's financial records for the fiscal year ended March 31, 2002. Paul Fedorkowicz of Cherry, Bekaert & Holland presented and reviewed the key points of the audit report and the annual report to the FAA. The purpose of the audit is to provide independent verification that the Authority has recorded and accounted for its financial transactions in compliance with generally accepted accounting principles and governmental auditing standards. The audit report included a clean opinion regarding the Authority's financial records, the highest level of assurance. No management letter was needed, nor was one provided. No material adjustments were made. The Committee recommended the Authority accept the audit report as presented.
3. Staff report on changed requirements for posting security for payment of tenant financial obligations. Airport Director Brantley reported on changes in the requirements for tenants to post security for payment of their financial obligations. At the June 20, 2002 meeting, the Authority directed staff to structure the requirements for posting security for payment of all tenant financial obligations at RDU without exemption of any tenants. Essentially, the amended procedures state that any person or company providing or proposing to initiate service or business activities at RDU shall be required to post a payment bond or letter of credit in an amount equal to the total of all rents, fees and charges estimated to be payable to the Authority during a 90-day period. Posting of this bond or letter of credit will be mandatory prior to commencement of service or business activities, unless replaced by a substitute cash deposit, or unless the company's long-term, most senior corporate debt is publicly rated Ba3 or better by Moody's and Bb- or better by S&P and/or Fitch. This provision will be applicable to every person or company conducting business activities on the Airport. All entities in bankruptcy will be required to pay in cash in advance all rents, fees and charges estimated to be payable to the Authority during the upcoming 14-day period, increased from a 7-day period. The fee for returned checks will be raised from \$15 to \$25. The Committee recommended the Authority revise the Accounts Receivable Procedures as of today's date, pending final legal review.

Member Winston made a motion, seconded by Member Toler, to accept the audit report of Cherry Bekaert & Holland as presented and to authorize staff to revise the Accounts Receivable Procedures as of today's date, pending final review by Attorney Tatum. Adopted.

**LAND & DEVELOPMENT COMMITTEE** – Member Teer reported the Committee met on July 18, 2002 and discussed the following items:

1. Presentation of The Paradies Shops' plans for a PGA Tour Shop in Terminal A. Business Development Officer Hairston reviewed the conceptual plans for a PGA Tour Shop in Terminal A proposed by The Paradies Shops. Rick Little of Paradies presented a floor plan, swatches of interior wall, carpet and flooring samples, and samples of exterior materials. An architect's rendering of the facility was used to illustrate the size and location of the proposed facilities. The PGA Tour Shop is in the process of changing its storefront and materials plans. The Authority entered into a concession agreement with Paradies to develop a PGA Tour Shop in Terminal C as one of thirteen retail units there. Paradies requested to and staff recommended that Paradies also

be allowed to develop a facility in Terminal A. If the conceptual plans are approved and the Authority subsequently approves the amendment that adds this unit to the Paradies lease, Paradies will complete final design and construction plans for review and approval by staff. Paradies would like to commence construction in August 2002. The Committee recommended approval of the conceptual plan for a Terminal A PGA Tour Shop.

2. Consideration of a change order in the Taxiway J and International Drive Bridge Project, RDU #080419. Facilities Engineering Manager Jewitt reported on a proposed Change Order with Archer Western Contractors, Ltd. for additional drainage pipe and earthwork on the Taxiway J and International Drive Bridge project. The additional earthwork will provide the earth fill and preliminary grading necessary to prepare the site on which a short section of a future extension of Taxiway L will be constructed. Taxiway L is intended to become the connection to a future cargo apron where Park & Ride Lot 4 currently is located. Accomplishing this work during construction of Taxiway J will minimize the necessary closures of Taxiway J during subsequent construction of the Taxiway L extension. The drainage pipe will be placed in a stormwater ditch that the N.C. Division of Water Quality deems subject to the Neuse Riparian Buffer Protection Rules. The construction budget for the project is \$9,874,454, and includes a 5% contingency above the original contract amount, which will cover the cost of the change. The FAA has agreed to the change and will provide AIP funding for 75% of the cost. The maximum compensation to the Contractor will be approximately \$200,000, thereby increasing the contract amount from \$9,404,242 to \$9,604,242. The Committee recommended the Authority approve Change Order No. 1 to the contract with Archer Western Contractors, Ltd. for additional grading and drainage pipe work for Taxiway J and International Drive Bridge, RDU #080419, in an amount not to exceed \$200,000 and authorize the Airport Director to execute the Change Order.
  
3. Staff report on planning for installation of EDS/ETD equipment and reconfiguration of the security screening checkpoints in the terminal buildings. Senior Program Manager Edmondson reported on the preliminary plans for installation of explosives detecting equipment and reconfiguration of the security screening checkpoints in the terminal buildings. Congress has mandated that the Transportation Security Administration install EDS/EDT equipment and reconfigure security screening in all commercial service airports to meet the December 31, 2002 deadline of 100% machine-based checked baggage screening. All bags checked at the ticket counters will have to pass through explosives detection system or explosives detection trace equipment. TSA personnel will staff all checkpoints. TSA has contracted with two teams to work with U.S. airports – one headed by Lockheed Martin will reconfigure the checkpoints to accommodate the security checkpoint equipment and the other headed by Boeing will be responsible for the checked baggage screening equipment. Authority staff teamed with its planning consultants, Leigh Fischer Associates, to conduct an initial survey and develop an implementation plan prior to meeting with the teams from Lockheed Martin and Boeing. Passenger flow and the number of bags per passenger were surveyed, and that information was used to develop a concept of the number of EDS/EDT machines needed. An installation plan for the machines was developed, and the required queuing areas also were examined. The TSA will install the equipment, but will not perform any building modifications and/or reconfiguration. The Authority will be responsible for modification and reconfiguration of the checkpoint space. Neither the TSA nor the Boeing team has any funds to use for space modifications. The Committee recommended the Authority establish a capital project with a budget of \$400,000 for reconfiguring space and making modifications to the terminals to facilitate installation and

operation of EDS/ETD equipment and reconfiguration of the security screening checkpoints in the terminal buildings.

Member Teer made a motion, seconded by Member Clancy, to approve the recommendations of the Land & Development Committee. Adopted.

**INTERSPACE AIRPORT ADVERTISING AMENDMENT** – Business Development Officer Hairston reported on Amendment No. 3 to the Lease Agreement with Interspace Airport Advertising. Interspace is engaged in the marketing and sale of backlit and specialty advertising in various locations in Terminals A and C. The term of the Agreement is April 1, 1995 to March 31, 2005. This Amendment deletes clauses in the lease that direct the tenant to pay rents generated in Terminal C to American Airlines and to gain approval for Terminal C advertising contracts from American Airlines. By deleting these clauses, all rents generated in Terminal C will be paid to the Authority along with the Terminal A rents, and the Authority will approve all advertising contracts, modifications to advertising locations or new advertising locations regardless of the location of the advertising display. Staff recommended approval of the Amendment.

Member Clancy made a motion, seconded by Member Toler, to approve Amendment No. 3 to the Lease Agreement with In-Ter-Space Services, Inc. dba Interspace Airport Advertising. Adopted.

**SMARTE CARTE AMENDMENT** – Business Development Officer Hairston reported on Amendment No. 1 to the Operating Agreement with Smarte Carte, Inc. Smart Carte operates the luggage cart and luggage locker rental services in various locations in Terminals A, A Extension and C, and the terminal area parking lots and garages. The term of the Agreement is May 1, 2002 through April 30, 2007 with no renewal options. This Amendment sets the Date of Beneficial Occupancy for the Terminal C facilities as June 15, 2002. This is a renewal of an existing agreement. Under the existing agreement, Smarte Carte currently provides 20% DBE participation through a joint venture with CLS Management Services. That joint venture arrangement will continue during the term. The term for the Terminal C cart and locker locations commences upon the Authority beginning to operate Terminal C. Staff recommended approval of the Amendment.

Member Clancy made a motion, seconded by Member Toler, to approve Amendment No. 1 to the Operating Agreement with Smarte Carte. Adopted.

**24-HOUR FLOWER AGREEMENT** – Business Development Officer Hairston reported on the Lease Agreement with 24 Hour Flower of Raleigh. The lease provides for the sale of flowers, plants, fruit baskets and similar items from vending sites in Terminals A and C. The vending sites are approximately 23 square feet of space and are located across from the Information Desk in Terminal A; in the Terminal A Extension bag claim area; in the Terminal A Extension lobby; in the connector corridor in Terminal C; and in the Terminal C bag claim area. The term is August 1, 2002 to July 31, 2007 with no renewal option. The fixed rent is \$60.00 a month for each vending location. The percentage rent is 10% of gross revenues. There is no DBE participation. The concessionaire currently operates the floral vending service in Terminals A and C. Staff recommended approval of the Amendment.

Member Toler made a motion, seconded by Member Sparrow, to approve the Lease Agreement with 24 Hour Flower of Raleigh. Adopted.

**RDUR AIR VENTURE AMENDMENT** - Business Development Officer Hairston reported on Amendment No. 1 to the Lease Agreement with RDU Air Venture, a joint venture between WH Smith Hotel Services, Inc. and Shaw Food Services Company, Inc. The lease provides for the operation of news and book stores in Terminals A and C. The term is January 1, 2001 to December 31, 2005. This Amendment sets the Date of Beneficial Occupancy for concession units developed in the first phase of construction. It also deletes one concession unit from the Agreement and relocates a second concession unit from the Terminal C connector corridor to the Terminal C concourse. Staff recommended approval of the Amendment.

Member Clancy made a motion, seconded by Member Toler, to approve Amendment No. 1 to the Lease Agreement with RDU Air Venture, a joint venture between WH Smith Hotel Services, Inc. and Shaw Food Services Company, Inc. for operation of news and book stores in Terminal A and Terminal C.

Adopted.

**THE PARADIES SHOPS AMENDMENT** - Business Development Officer Hairston reported on Amendment No. 1 to the Lease Agreement with The Paradies Shops for operation of news and gift and specialty retail stores in Terminals A and C. The term is January 1, 2001 to December 31, 2005. This Amendment sets the Date of Beneficial Occupancy for concession units developed in the first phase of construction. It also adds one concession unit in Terminal A (the PGA Tour Shop) to the Agreement. Staff recommended approval of the Amendment.

Member Clancy made a motion, seconded by Member Toler, to approve Amendment No. 1 to the Lease Agreement with The Paradies Shop.

Adopted.

Business Development Officer Hairston reported that on August 16 the Authority will launch RDU Landing, a concession program unveiling more than 30 new retail stores, food service facilities and bars. Festivities will include coupons, giveaways and product samples and will be held in Terminals A and C.

**PRESENTATION** – Mark Boggs, project manager with Post, Buckley, Schuh & Jernigan, Inc., the consultant selected to conduct the Airport Rail Link Study, presented a PowerPoint presentation. The presentation provided an overview of the Airport Rail Link Study, proposed goals of the Study, and an explanation of the Study area. The Authority's Ground Access Committee, together with members of the Triangle Transit Authority steering committee, have met twice with representatives of Post, Buckley, Schuh & Jernigan. During the workshops, the team worked towards consensus on potential alignments and vehicle technologies appropriate for evaluation as part of the Airport Rail Link Study. Overall functions of the airport rail link were defined, and alternatives that met the definition were discussed. Land use and transportation planning activities taking place in the area surrounding RDU were outlined. Also, a brief overview of the characteristics of the airport rail link was provided.

**AIRPORT CHAPEL REPORT** – Chaplain Dennis Stiles of the Raleigh-Durham Airport Interfaith Chapel presented a status report on the chapel program. The Authority approved the concept of an interfaith chapel on May 26, 2000. The chapel came into existence on January 9, 2001. The chapel operates as two components, the chapel facilities and the chaplaincy program. The chapel facility in Terminal A is located between the main bag claim area and the Visitor Services desk. The facility is 50% furnished, and new carpet and chairs were recently purchased. The chapel needs an altar, plants, a curtain to cover the walls, a podium with guest book for the front entrance, and exterior identification signs. Completion time is approximately two months. The chaplaincy program consists of a benevolence

fund, a chapel van and an academic scholarship program. Recipients of the scholarship program will be restricted to airline and Authority employees and their immediate families. The purchase of a van is planned for 2003. Construction of a chapel facility in Terminal C will be revisited at a later date. Copies of the current budget and itemized expenditures were provided.

The report was received, and no further action was required.

**MEMBER COMMENTS/REPORTS** – There were no member comments at this time.

**GENERAL COUNSEL’S REPORT** – Attorney Tatum had no comments at this time.

Airport Director Brantley reported that Deputy Director, Operations Shackelford was not present today as his wife is recuperating from recent surgery.

**AIRPORT DIRECTOR’S REPORT** –

- Midway Airlines suspended all of its flight operations as of midnight last night (July 17<sup>th</sup>). Midway and US Airways have signed a letter of intent to enter into a service agreement under which Midway will operate as a US Airways Express carrier, flying an all-regional jet fleet, beginning in October 2002. As part of the arrangement, US Airways will provide stand-by transportation to passengers currently holding Midway tickets during the suspension of Midway’s operations and transition to a US Airways Express carrier. US Airways also will implement a program to allow Midway Airlines’ frequent fliers to convert their credits to Dividend Miles for future use on US Airways and partner carriers. Under the eight-year service agreement, Midway will initially begin operating as US Airways Express with a fleet of five 50-seat CRJ regional jets, with plans to expand the fleet to 18 CRJs by April 2003. US Airways’ service through its Charlotte, Pittsburgh and Philadelphia hubs, as well as nonstop services to Boston, New York LaGuardia and Washington Reagan National Airports, should provide ample capacity to handle the passengers ticketed to the eight destinations previously served by Midway. Midway employees will continue to staff its reservation centers and ticket counters through August 7, 2002 (later retracted to July 31<sup>st</sup>).
- Enplaned passengers for June 2002 totaled 414,192 versus 508,121 for June 2001 for an 18.5% decrease. Year-to-date 2002 enplaned passengers totaled 2,124,158 versus 2,673,004 for year-to-date 2001 for a 20.5% decrease.
- Deplaned passengers for June 2002 totaled 402,004 versus 488,324 for June 2001 for a 17.7% decrease. Year-to-date 2002 deplaned passengers totaled 2,115,687 versus 2,674,520 for year-to-date 2001 for a 20.9% decrease.
- Enplaned air cargo for June 2002 totaled 8,183,192 pounds versus 10,316,537 pounds for June 2001 for a 20.7% decrease. Year-to-date 2002 enplaned air cargo totaled 48,134,805 versus 64,117,930 for year-to-date 2001 for a 24.9% decrease.
- Deplaned air cargo for June 2002 totaled 10,415,185 pounds versus 10,770,413 pounds for June 2001 for a 3.3% decrease. Year-to-date 2002 deplaned air cargo totaled 61,042,797 versus 64,162,108 for year-to-date 2001 for a 4.9% decrease.

- Weekday scheduled flight departures for June 2002 totaled 241 versus 318 for June 2001 for a 24.2% decrease.
- Aircraft operations for June 2002 totaled 20,816 versus 24,567 for June 2001 for a 15.3% decrease. Year-to-date 2002 aircraft operations totaled 123,077 versus 149,935 for year-to-date 2001 for a 17.9% decrease.
- The number of vehicles exiting the terminal area public parking lots during June 2002 totaled 188,437 versus 246,059 for June 2001 for a 23.4% decrease. Year-to-date 2002 number of vehicles exiting the terminal area public parking lots totaled 961,520 versus 1,220,535 for year-to-date 2001 for a 21.2% decrease.
- The number of taxicab trips taken during June 2002 totaled 11,046 versus 11,532 during June 2001 for a 4.2% decrease. Year-to-date 2002 number of taxicab trips totaled 69,936 versus 70,327 for year-to-date 2001 for a 0.6% decrease.
- Airport Express (formerly R&G Airport Express) ceased operating at RDU on June 30, 2002. Cessation of the Airport Express operation most likely indicates the end of shuttle service at RDU. The Triangle Transit Authority has been contacted about providing additional service to/from the airport to compensate for loss of the shuttle service.
- The First Flight Centennial Foundation has relocated from the Airport to downtown Raleigh and will share space with the First Flight Centennial Commission in the offices of the Department of Cultural Resources. Admiral Ferg Norton, the Foundation's director, expressed appreciation for the support and assistance from the Authority during the Foundation's tenure at the Airport.
- Marion Blakely, current chairwoman of the National Transportation Safety Board, will be recommended to Congress for appointment to replace Jane Garvey as the Federal Aviation Administration administrator. Ms. Garvey will leave her post as Administrator of the FAA on August 3, 2002.
- The FY 2001-02 Supplemental Appropriations Bills has finally been passed by Congress. Aviation-related provisions include funding for EDS installation of \$756 million, and reimbursement for airports' security expenses of \$150 million. The TSA will be required to pay for the space it occupies at airports except for baggage and security checkpoints. The bill provides \$73 million for reimbursement of state and local law enforcement costs. The deployment of federal law enforcement officers to airports likely will not take place or only do so to a very limited extent. Airports will be required to continue to provide their own law enforcement officers at security checkpoints. Funds in the amount of \$15 million will provide for testing security technology on the perimeters of airports. The TSA will be required to make continuing reports on delays in the security processing (a 10-minute wait is the best practices standard).
- A group of airport directors authored and a signed letter to Transportation Secretary Mineta requesting he ask Congress to delay the December 31, 2002 deadline for all checked luggage screening using EDS equipment. On July 16, legislation was introduced in the House and Senate that would prospectively change the deadline for larger airports that would benefit substantially

from advancing technology and better equipment in bag makeup areas. It is difficult to predict the outcome of the legislation.

- The Authority recently purchased its first hybrid vehicle, a Honda Civic. The vehicle has a gas engine and an electric motor. Use of the vehicle will be rotated among staff. Authority members were invited to test-drive the vehicle. This is the first environmentally friendly vehicle the Authority has purchased. It is hoped that a full-size hybrid truck can be acquired next year.
- Customer Service & Organizational Support Director Damiano reported on several customer service initiatives. Given the existing security requirements, the Authority still maintains close cooperation among the airlines, Visitor Services and other departments to provide VIP-type services. Recently, a truckload of equipment for a dance troupe from Taiwan arrived and was successfully delivered to the American Dance Festival. A large group of campers from Camps Sea Gull and Seafarer, mainly unaccompanied minors, were well taken care of as a result of providing security passes for the camp counselors to assist with the children. This level of customer service has continued even amidst complex security requirements and an ever-changing environment. The Authority continues to receive comments and letters thanking law enforcement officers for helping customers. A telecommunicator talked someone through 30 minutes of driving to the airport. A rental car agency sent a letter thanking the Finance staff for converting a monthly report into one that was more useful by adding a formula. The Maintenance staff worked extremely hard during the transition of maintenance responsibility for Terminal C and also relocated to their new facility at the same time. Visitor Services staff received an email from an enlisted serviceman in Germany requesting assistance in proposing to his fiancé at the Airport. Staff assisted with a special announcement, and the event was a success. Staff recently received an invitation to the December wedding.

**ADJOURNMENT** - There being no further business, Chairman Gibbs adjourned the meeting.

Respectfully submitted,

J. Ray Sparrow, Secretary

**CORRECT ATTEST:**

Kenneth D. Gibbs, Sr., Chairman